

SABRINA WALLER

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OBJECTIVE

To be successful in all challenges that I set my mind to. To learn and experience life to its maximum potential and to positively influence people I come into contact with on a daily basis.

We have recently moved to Denver Colorado and I am looking for my next challenge.

EXPERIENCE

2012-2014 – PFF Pty Ltd Pole Fever Studios Perth Australia

My duties are:

- Payroll
- Marketing
- Advertising
- Promotion
- Staff Management
- Training new staff
- Choreography of new classes and courses
- All administration

2006 - 2012 SJB (WA) Pty Ltd

Perth, Western Australia

Director

SJB is a transport company that I am a Director of. We deliver plasterboard to commercial and residential locations. We also run contracts with waste management.

- Manage all financial records, including P & L, Balance Sheets, Payroll, Accounts Payable, Receivable, BAS, Tax, Billing
- Superannuation/Workers Compensation
- Management and recruitment of staff.
- Human Resources
- Sales & customer service
- Organising functions and meetings with prospective clients.
- Implementing efficient procedures.
- Function Co-ordination
- Dealing with Customers on a daily basis
- Daily organizing and delegating of office duties
- Staff Supervision/Management including Staff Roster

2004 - 2006 Fimstar Pty Ltd
Financial Controller/Store Manager

Perth, WA

- Managed all financial records, including P & L, Balance Sheets, and Payroll.
- Staff Recruitment.
- Staff Training, staff inductions, performance reviews.
- Managed staff of 30 (part-time, full-time, and casual).
- Implemented new and proven successful products into the store.
- Organising store advertising including window displays, newspaper, magazines etc.
- Stock Control
- Relationship management with existing customers and clients.
- Customer service and complaints.
- Liasing with merchandisers and suppliers

2000 - 2004 Online Homes
Financial Controller/Manager

Perth, WA

Online Homes was my property development company, which we successfully developed numerous locations across Perth.

- Managed all financial records, including P & L, Balance Sheets, Payroll
- Job costing, quotations, making sure projects were running on time.
- Management of staff including sub-contractors
- Locating new developments and clinching deals.

1997 - 2000 Critchley Incorporated Salt Lake City, Utah, USA
Project Research Manager & Assistant to Global Project Manager

- Directing 10 Sales Representatives in Project leads across the United States.
- Attending to customer complaints.
- Meeting with prospective business clients and presenting our product.
- Arranging travel itineraries, meetings, taking minutes, budgeting, team building, assisting the Global Project Manager in setting up numerous locations across the globe.

1996 - 1997 Fimstar Pty Ltd (Permatag Systems) Perth, WAust
Administration & Finance Manager

Developed and designed along side my husband a product for the Oil & Gas industry. We won our 3 projects within 3 months totaling over a million dollars, in turn an international company approaching us (Critchley Inc) to come on board with them and develop the product for the global market, which we successfully achieved.

- All administration duties.
- Staff recruitment.
- Accounting procedures, reporting and analysis.
- Set up offices in Australia.
- Travel arrangements, meetings, presentations etc.
- Financial Reporting
- Staff Management
- All Financial processes

■ **SOFTWARE APPLICATIONS**

- MYOB PREMIER - Last 10Years
- MICROSOFT OFFICE - Last 10 Years
- ONLINE ATO BUSINESS PORTAL (Lodgement of BAS Etc)
- QUICKBOOKS
- INTERNET BANKING
- BOOKINGS ESSENTIAL
- MINDBODY SOFTWARE

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1993 Edwards Business College Perth, WA
■ Diploma in Business

- Hands –On education due to my wide range of experiences and achievements since 1996.

INTERESTS

Travel, gym, reading, horse riding, watching movies, investing in property and trying anything new and different.

